

October 4, 2004

MUNI # 63018  
NANCY STEENPORT, CL/TR  
TOWN OF PHELPS  
PO BOX 157  
PHELPS, WI 54554

Dear Municipal Official:

We have reviewed your ordinance for the municipal adoption of the Uniform Dwelling Code (UDC) and found it acceptable. You may begin enforcing the UDC per its administration and enforcement requirements of Ch. Comm 20, for at least all new one- and two-family dwellings as well as new alterations and additions to dwellings originally built since June 1, 1980. Note that all inspections must be performed by properly certified inspectors.

However, section 1.3 of your ordinance regarding SCOPE is in conflict with the UDC. When you adopt the UDC, you must adopt it in its entirety, including its scope and application sections. The UDC applies to all new dwellings, as well as to additions and alterations to one- and two-family dwellings originally built since June 1, 1980. You may choose to expand the scope beyond this date (earlier) but this is the minimum your ordinance must cover.

Additionally, we recommend you set permitting limits for these additions and alterations. Limits are typically in the form of a dollar amount such as projects that exceed, say, \$5,000, require a permit and inspections, while projects smaller than this do not. You are free to set the limit for additions and alterations where you wish.

Enclosed is an order form for purchasing forms and UDC seals, one of which must be assigned to each new dwelling. (Please note your municipality number above when completing the order form.) The yellow copy of the building permit application, on which the seal number is indicated, must be forwarded to us within 30 days of issuance.

Feel free to contact me if you have any questions.

Sincerely,

Duane Hubeler  
UDC Consultant  
Tel. (608)266-1390

ENCL.